

Areas for Consideration

Reduction in volume of records at the Records Center

Reduction of records held in active files

Promotion of the Records Administration Program

Control the creation of records

Identify records for permanent retention

Designate office of record

Study records control schedules and reevaluate all records series having no definite time limits.

Challenge the creation of records and the systems and procedures producing the records.

Review and refinement of records control schedules

Microminiaturization of records

Study and develop new records storage and retrieval methods

Examine the Vital Records Program

Improve the Supplemental Distribution function

Establish authority and define responsibilities for records officer positions

Training programs for records officers

Career service program and recognition

Keep abreast of new technologies in records management

Correspondence and Reports Management programs

Establish reporting systems

Evaluate new space saving filing equipment

Establish uniform filing systems

Control of copy machines and their use